



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INSURANCE RISK MANAGER

Job Number: 20000880

Job Code: 35190V000101

Job Group: 3500 - INSURANCE REGULATION

Job Established: 04/16/2000

Job Revised: 02/24/2006

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the functions involved in the risk management program for all Commonwealth property and liability exposures. Through identification and analysis of risks and financing/insurance options, protects the assets and revenue of the Commonwealth's agencies against unforeseen, fortuitous loss through a cost-effective risk management program. May supervise the work of employees involved in the risk management process; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in insurance, risk management, business administration or a related field.

EXPERIENCE:

Must have seven years of experience in risk management in a corporate, governmental, brokerage or consulting environment.

Substitute EDUCATION for EXPERIENCE:

Graduate study in insurance, risk management or business administration will substitute for the experience on a year-for-year basis OR certification as an Associate in Risk Management (ARM) or as a Chartered Property and Casualty Underwriter (CPCU) by the Insurance Institute of America will substitute for one year of the experience.

Substitute EXPERIENCE for EDUCATION:

Experience in risk management in a corporation, governmental, brokerage or consulting environment will substitute for the college education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, implements and manages a continuous program of risk identification and analysis of loss exposures. Plans, implements and manages a continuous program to mitigate loss potential through elimination, avoidance, reduction and transfer mechanisms. Plans, develops and recommends levels and methods of financing fortuitous loss. Plans, develops and manages an efficient and effective risk management administration and reporting system. Maintains close working relationship with Department and staff and other state agency personnel as well as external service providers to assure that a continuous flow of information is available regarding new exposures, pending changes in operations or other developments which may change or increase the risk of loss. Maintains active external professional affiliations to stay abreast of changing trends and to enhance risk management knowledge and development.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typically works in an office environment. May occasionally visit property sites and insurance agencies or carriers.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.